

Penn Cambria School District

GUIDANCE PLAN

Meets requirements set in PA Chapter 339.31

I. Guidance Plan Committee

- a. Anne Seno, PCHS Counselor, Grades 9-12
- b. Nancy Fochler, PCHS Counselor, Grades 9-12
- c. Renee Myers, PCMS Counselor, Grades 5-8
- d. Bridget Michina, PC Elementary (PCPP, PCP and PCI) Counselor, Grades PreK-4
- e. Jeanette Black, Director of Curriculum & Instruction / Technology Coach

II. School-Counseling Department Core Beliefs/Philosophy

- a. All students have the right to participate in school counseling programs.
- b. All students have the ability to succeed.
- c. Each student's background and diversity is considered in planning and implementing this school counseling program.
- d. All students shall have access to a highly qualified school counselor.
- e. Our program will be monitored and evaluated based on student progress and data to seek improvement each year.
- f. Our counselors will abide by professional school counseling ethics.

III. Philosophy

- a. Our counseling program is structured to anticipate and nurture the developmental, personal/social, career and academic needs of all students.

IV. Mission Statement

- a. The counseling/guidance program will facilitate the mission of the Penn Cambria School District to prepare productive citizens in a safe and positive environment that promotes excellence in academics, the arts, and athletics.

V. Role of School Personnel and Community in the K-12 School Counseling Program

- a. School Board – Acts as a liaison between guidance services of the district and the community, provides opportunities for collaboration among school personnel, business, and community
- b. Administration – Provides leadership focused on student attainment of personal, social, academic and career goals, encourages a team approach, fosters effective parent/school/community interaction, plans staff development activities to increase understanding of program concepts
- c. Teachers – Collaborate with guidance counselors to meet program goals, joins with guidance counselors in relating curricular objectives to work-related performance standards, provides support to students and serves as resources person for counselors

- d. Students – Continue to learn and grow as they gain knowledge of self and others, develop decision making skills, building a foundation for sound career and educational choices
- e. Parents – Provide support and maintain an active interest in the academic, career and personal/social development of his/her child, develop an awareness of the educational opportunities available, encourage the expression of the child's individual interests, abilities and aptitudes leading to realistic life goals
- f. Business/Community Representatives – Provide input and collaboration in development of career outlook and skills needed after graduation
- g. Post-Secondary Partners – Provide expertise and guidance related to preparing students for post-secondary success

VI. Role of the School Counselor

- a. As a Leader – The counselor provides leadership for planning, implementing and evaluating the process necessary for the support, maintenance and improvement of the comprehensive guidance program. The counselor promotes core beliefs including the importance of academic, career, and personal/social skills within the school system.
- b. As an Advocate – The counselor provides a broad range of opportunities for problem-solving and skill development to assist students in achieving personal/social, educational and career goals.
- c. As a Collaborator – The counselor integrates resources from the school, community and other resources to establish a complete network of services for personal/social, academic and career development. The counselor provides professional expertise and support (including materials) to faculty, staff, parents and the community.
- d. As an Agent of Systemic Change - Using leadership and advocacy skills, the counselor will promote positive change to meet program goals for students through professional development, collaboration, effective program management, and analyzing student achievement.

VII. Program Delivery

The following sections show examples of programs, activities and/or services that may be provided in each category by the guidance department. This list is not all-inclusive, nor is it static. On-going adjustments are made to best meet the needs of students, parents and the school community.

a. Elementary Level

i. School-Counseling Curriculum

- Academic Domain – Study skills, Goal setting and skills for academic success, orientation and transition activities
- Career Domain - See attached Early Learning Standards (PreK-Grade 2) and Career Education and Work Standards
- Personal/Social Domain – Social and interpersonal skills, decision making, resiliency, bullying prevention, safety and citizenship

ii. Individual Planning

- Assist and counsel students regarding academic achievement (including grades and by interpreting cognitive, aptitude, and achievement tests)
- Organizing and leading Student Support Team (SST) meetings for individual students
- Individualized Education Plan team member
- Bullying prevention and intervention, interpersonal skills, coping skills, developing resiliency, managing behavior

iii. Prevention, Intervention and Responsive Services

- Referral and coordination of prevention/intervention services within the school including ACRP, SAP, D&A, CC Mental Health, CYS, etc.
- Gathering data and acting as a liaison between outside agencies and teachers/students/parents as appropriate
- Collaborating with parents, students, teachers and agencies through student support team meetings
- Case management as appropriate for 504 plans and transfer of records
- Group facilitator for SAP
- Counseling students who have attendance or disciplinary issues
- Respond to crisis situations when appropriate

iv. System Support

- Participate in professional development opportunities related to the role of a counselor and/or educator
- Serve on/ provide input to advisory councils and district/building committees as a representative of the guidance department
- Coordinate standardized assessments (ex: PSSA, 4Sight, etc.)
- Conduct/promote community outreach activities such as, parent workshops, cyber safety, etc.
- Communicate effectively with parents through newsletters, local media, presentations

- Maintain a website to share information and resources related to the guidance program with parents, students and community members
- Ensuring student records are maintained and kept confidential as per state and federal guidelines (in conjunction with building administration)

b. Middle School Level

i. School-Counseling Curriculum

- Academic Domain – Study Skills, Goal setting and skills for academic success, orientation and transition activities
- Career Domain - See attached Career Education and Work Standards
- Personal/Social Domain – Social and interpersonal skills, decision making, resiliency, bullying prevention, ATOD prevention

ii. Individual Planning

- Assist and counsel students regarding academic achievement (including grades and by interpreting cognitive, aptitude, and achievement tests)
- Conduct individual student academic program planning
- Organizing and leading Child Study Team and Student Support Team (SST) meetings for individual students
- Individualized Education Plan team member
- Schedules, progress reports, academic progress monitoring
- Assist and provide services/support for PCSD Cyber Academy
- Career exploration, post secondary exploration
- Bullying prevention and intervention, interpersonal skills, coping/resiliency skills, dealing with health, mental health and or ATOD issues

iii. Prevention, Intervention and Responsive Services

- Referral and coordination of prevention/intervention services within the school including ACRP, SAP, D&A, CC Mental Health, CYS, etc.
- Gathering data and acting as a liaison between outside agencies and teachers/students/parents as appropriate
- Collaborating with parents, students, teachers and agencies through student support team meetings
- Case management as appropriate for 504 plans and transfer of records

- Group facilitator for SAP
 - Counseling students who have attendance or disciplinary issues
 - Respond to crisis situations when appropriate
- iv. System Support
- Participate in professional development opportunities related to the role of a counselor and/or educator
 - Serve on/ provide input to advisory councils and district/building committees as a representative of the guidance department
 - Coordinate standardized assessments (ex: PSSA, 4Sight, etc.)
 - Conduct/promote community outreach activities such as, parent workshops, Cyber safety, etc.
 - Communicate effectively with parents through newsletters, local media, presentations
 - Maintain a website to share information and resources related to the guidance program with parents, students and community members
 - Ensuring student records are maintained and kept confidential as per state and federal guidelines (in conjunction with building administration)

c. High School Level

i. School-Counseling Curriculum

- Academic Domain – Study Skills, Goal setting and skills for academic success, orientation and transition activities
- Career Domain - See attached Career Education and Work Standards
- Personal/Social Domain – Social and interpersonal skills, decision making, resiliency, bullying prevention, ATOD prevention, drop-out prevention

ii. Individual Planning

- Assist and counsel students regarding academic achievement (including grades and by interpreting cognitive, aptitude, and achievement tests)
- Conduct individual student academic program planning to meet graduation requirements
- Individualized Education Plan team member
- Applications for vocational/technical school, schedules, progress reports, academic progress monitoring
- Assist and provide services/support for PCSD Cyber Academy
- Bullying prevention and intervention, interpersonal skills, coping skills, dealing with health, mental health and or ATOD issues

iii. Prevention, Intervention and Responsive Services

- Referral and coordination of prevention/intervention services within the school including ACRP, SAP, D&A, CC Mental Health, CYS, etc.
- Gathering data and acting as a liaison between outside agencies and teachers/students/parents as appropriate
- Collaborating with parents, students, teachers and agencies through child study team meetings
- Case management as appropriate for 504 plans and transfer of records
- Group facilitator for SAP
- Counseling students who have attendance or disciplinary issues
- Respond to crisis situations when appropriate

iv. System Support

- Participate in professional development opportunities related to the role of a counselor and/or educator
- Serve on/ provide input to advisory councils and district/building committees as a representative of the guidance department
- Coordinate standardized assessments (ex: PSSA, 4Sight, PSAT, Keystone exams, etc)
- Conduct/promote community outreach activities such as financial aide nights, parent workshops, Cyber safety, etc
- Communicate effectively with parents through newsletters, local media, presentations
- Maintain a website to share information and resources related to the guidance program with parents, students and community members
- Ensuring student records are maintained and kept confidential as per state and federal guidelines (in conjunction with building administration)
- Serve as school liaison for colleges, universities, and post-secondary institutions (ex: dual enrollment, NCAA Clearinghouse)
- Assist with graduation planning, preparation and implementation

VIII. Appendices and Attachments

- a. Pennsylvania Academic Standards for Career Education and Work
- b. PCSD Job Description – Guidance Counselor